

**Indiana Heritage and Culture Council
Minutes
February 8, 2002**

The Indiana Heritage and Culture Council convened at 10:06 a.m. (EST) in Room A of the Indiana Government Center, Conference Center, 402 West Washington Street, Indianapolis, Indiana.

Council members present were Chair Joyce Martin (Governor's Office), Pam Bennett (Indiana Historical Bureau), Sal Cilella (Indiana Historical Society), Chuck Coffey (Indiana Department of Administration), Wendy Dant-Chesser (Lt. Governor's Office), Nancy Nakano Conner (Asian Community), Ray Ewick (State Library), Scott Massey (Indiana Humanities Council), Senator James Merritt (Indiana Senate), Jeff Myers (Indiana State Museum and Historic Sites), John Newman (Indiana Supreme Court), Jane Rulon (Department of Commerce - Tourism and Film Development), Jon Smith (DNR-DHPA), Jennifer Swenson (2016 Task Force), Mayor Richard Ullrich (Citizen Member), Reid Williamson (Historic Landmarks Foundation of Indiana), and Carter Wolf (Citizen Member).

Others attendees were Beth Compton (Governor's Office), Shelia Griffin (DNR-DHPA), Dorothy Ilgen (Indiana Arts Commission), Jeannie Regan-Dinius (DNR-DHPA), and Robin Tew (Governor's Office).

I. Welcome/Introductions

Chair Joyce Martin called the Council meeting to order. The Chair welcomed everyone to the new Council. The Chair asked everyone to introduce himself or herself.

The Chair noted to the Council that she would need to leave at 11:00 a.m. The Chair requested that agenda items be taken out of order. The Chair requested that agenda item V (Governance Procedures) be heard before item IV (Review of State Agency profile and Services Survey). The Council unanimously agreed to take the agenda items out of order.

The Chair stated that one of the goals for the meeting was to set-up committees. The Chair felt that the committees would make the Council more efficient by doing much of the work and bringing reports back to the Council.

II. Approval of Minutes of January 4, 2002

Mr. Coffey noted a typographical error on page 1. Mr. Newman made a motion to approve the minutes as amended. Mr. Ewick seconded the motion and it carried.

III. Review Charge and Purpose of Council

The group reviewed the charge and purpose of the Council. The Chair asked the group for what they felt were the purposes of the Council. The group discussed: momentum, collaboration and

cooperation, location of the State Archives, collaborative plan to know what to do, survey of services of both public and private agencies, effective and efficient ways to better serve the public, facilitating a better understanding of the missions of agencies to avoid duplication, stewardship and accessibility of all things historical, encouraging and supporting arts activities, create a dynamic to continue the work of the Council into the future, and networking of agencies and individuals.

Senator Merritt recommended that the Council set goals for the committees to ensure Council progress.

Agenda items were taken out of order.

V. Governance Procedures

A. Amendments

The Council reviewed the procedures. Mr. Cilella asked whether or not Article III Section 3 was being followed to diversify the Council. Mr. Smith noted that there were several members not present and that one of the appointments could not accept the appointment. Once this position is filled and all members are present, there will be greater diversity.

The Chair noted that committee membership was not limited to Council members. The Chair stated that the committees could include non-Council members. The Chair of each committee shall be a Council member. The Chair noted that recommendations for additional committee appointments should be directed to the Chair for consideration.

Mr. Coffey suggested including the Vice Chair's responsibilities under Article IV. The Chair noted that the Vice Chair's responsibilities would be added to the procedures.

Mr. Ewick noted that many of the agencies do work that perhaps not all members of the Council are unaware of. He suggested that there be a way for groups to report on the work they are currently doing. He felt this would help contribute to the collaboration of the Council. The Chair agreed and suggested that organizations be split into subsets and provide a report to the Council over a course of the next several meetings.

B. Adopt Procedures

The Chair called for a motion to adopt the operating procedures. Mr. Newman made a motion to adopt the procedures. Senator Merritt seconded the motion. The motion carried with the inclusion of the Vice Chair's responsibilities.

C. Elect Vice-Chair

The Council discussed the duties of the Vice-Chair. The Council recommended that the Vice Chair should be from a not-for-profit. The Council unanimously agreed.

It was reiterated that the Vice Chair could attend any committee meeting, serve as a point of contact for the committees, and make sure that the committees were following their charge. Mr. Massey noted that if a committee was not moving their agenda forward, that the Vice Chair should bring this problem to the Council for discussion. Mr. Ewick noted that the committees might need to work together in order to accomplish goals. This would work best if the Vice Chair were kept updated on all committee work.

Mr. Massey asked who assigned members to a committee. The Chair stated that the Governance Procedures states that the Chair has this authority. Ms. Ilgen recommended that the Vice Chair be an ex officio member of every committee. The Council unanimously agreed.

The Chair opened the floor for nominations for Vice Chair. Ms. Bennett nominated Sal Cilella. Ms. Rulon seconded that motion.

A motion was made by Mr. Ewick to close nominations and accept the nomination on the floor. Mr. Newman seconded the motion. The motion to close nominations carried.

Council discussion was made regarding the nomination of Sal Cilella as Vice Chair. Mr. Cilella remarked that he would gladly accept the nomination. The Chair called for a vote on the nomination of Mr. Cilella as Vice Chair. The motion carried unanimously.

IV. Review of State Agency Profile and Services Survey, December 31, 2001 - notebook distributed

The Chair asked if there were any agencies left out of the survey. Mr. Newman noted the Commission on Public Records was omitted. The Chair noted that they have been asked to fill out the survey.

Mr. Smith noted that other DNR agencies with cultural resources such as State Parks and Nature Preserves need to be surveyed.

Mr. Ewick noted that universities were not included. Ms. Ilgen noted that universities would also include museums, performing art activities, and other programs associated with universities and colleges. The Chair asked the Survey Committee to discuss the inclusion of the universities.

Mr. Coffey asked if all the agencies could be or should be surveyed this year? Mr. Smith noted that the Executive Order states that the surveys and plan be complete by December 31, 2002. For this reason the Survey Committee and Collaborative Plan Committee need to work closely.

Senator Merritt stated that the updated general assembly should be passed this year in the form of a bill. He recommended, provided the bill is passed, that the Council utilize the advisory committee appointed through this bill to write the history of the general assembly, so that the Council does not duplicate efforts.

Mr. Ewick and Mr. Massey stated that databases are already available through membership organizations that will have the information the Council is interested in for the surveys. The Survey Committee should be made aware of these databases.

VI. Committees – listing enclosed

The Chair noted an error in the committee listing. Mr. Newman should have been listed under the archives committee. The Chair asked if the committees were appropriate. The Council suggested that the group start with what has been presented and see if the committee structure works. If it does not, then the Council could make adjustments. The Council unanimously agreed.

A typographical error was noted in the charge for the Private/Nonprofit Survey Committee.

The Vice-Chair suggested that Mr. Williamson be added to the Collaborative Plan to replace Mr. Newman who was moved to the archives committee. Senator Merritt made a motion to add Mr. Williamson to the Collaborative Plan committee. John Newman seconded the motion and it carried.

The Chair requested that the Council voted on agenda item VI. A. – D. individually.

The Chair at this time needed to excuse herself from the meeting. The new Vice Chair presided over the rest of the meeting.

A. Review and Adopt Charge for Collaborative Plan Committee

Senator Merritt made a motion to adopt the charge for the Collaborative Plan Committee. Mr. Newman seconded the motion. Senator Merritt amended his motion to include that the committee's charge includes a written interim report due to the Council by August 2, 2002. Mr. Newman seconded this motion as amended. The motion carried. The revised charge for the Committee is as follows:

The mission of the Collaboration Committee of the Indiana Heritage and Culture Council is to create a comprehensive statewide collaborative plan for culture and heritage that optimizes state, local, and private resources in order to advance the state's culture and heritage. An interim written report is due to the Council by August 2, 2002. The report of the Committee will be delivered to the Governor no later than December 31, 2002.

Senator Merritt reminded the Council that the committees must follow the Open Door Law. A discussion was held as to who would be responsible for seeing that the agenda is posted. Mr. Ewick noted that there should be information available on-line. It was agreed that the Technology Committee should be responsible for seeing that this

information is available on-line. The Vice Chair recommended that this be added to the committee's charge.

Mr. Massey asked if the Committees needed to follow the public comment section (Article VI Section VI) of the Governance Procedures. The group agreed that the committees should follow the same procedures.

B. Review and Adopt Charge for Technology Committee

Mr. Newman made a motion to approve the charge for the Technology Committee with the inclusion of the written interim report due to the Council by August 2, 2002 and that Council information be provided to the general public. Senator Merritt seconded the motion. The motion carried. The revised charge for the Committee is as follows:

The Committee is charged with investigating current and developing technologies and making recommendations to the Council that would achieve the following:

- *Promote and provide preservation and conservation of resources;*
- *Provide access to and promote the use of resources by citizens;*
- *Optimize the effectiveness and efficiency in, among and between state government, local agencies and private organizations statewide;*
- *Improve communication and collaboration among state government, local agencies and private organizations statewide;*
- *Effect maximum educational benefit for all citizens;*
- *Provide accessibility of the information pertaining to the Indiana Heritage and Culture Council to citizens;*
- *The Committee will also see that all information disseminating from the IHCC will be accessible to the general public;*
- *An interim written report is due to the Council by August 2, 2002.*

C. Review and Adopt Charge for Private/Nonprofit Survey Committee

Mr. Newman made a motion to adopt the charge for the Private/Nonprofit Survey Committee to reflect the change to the list of committee members and to include the written interim report due to the Council by August 2, 2002. Senator Merritt seconded the motion. The motion carried. The revised charge for the Committee is as follows:

To develop an inventory of heritage and cultural services and resources now available through local agencies and private organizations, including any and all resources for preservation, conservation, education, technology and funding. An interim written report is due to the Council by August 2, 2002. Based on that inventory, the report of the Committee shall be delivered to the Governor areas in which:

- *Services and resources can be used more effectively and efficiently;*
- *Enhanced collaboration and communication is needed; and*
- *Whether these services or resources could be enhanced through private action, administrative action or legislative action.*

D. Review and Adopt Charge for Archives Task Force

Mr. Newman made a motion to adopt the charge for the Archives Task Force with the inclusion of the written interim report due to the Council by August 2, 2002. Ms. Bennett seconded the motion. The motion carried. The revised charge for the Committee is as follows:

To develop a plan for the permanent appropriate location of the Indiana State Archives, Commission on Public Records, to be presented to the Governor no later than December 31, 2002. An interim written report is due to the Council by August 2, 2002.

VII. Other Issues

Ms. Rulon asked about the process for members to discuss their programs at future meetings so that other Council members have a better understanding of the roles of various groups. The Council agreed that these presentations should be done at the end of the meeting. Mr. Massey stated that his committee in cooperation with Mr. Smith's committee work together to develop broad categories for groups and have different categories highlighted at various meetings. Mr. Ewick recommended that this topic be added to the next agenda as a new topic.

Ms. Ilgen asked whether or not there was a list of Council members. Ms. Regan-Dinius noted that the list is being completed, but is not current. Ms. Regan-Dinius noted that a current list would be sent with the next meeting minutes.

VIII. Meeting Schedule – Approve or Modify – enclosed

Mayor Ullrich made a motion to approve the proposed meeting schedule. Ms. Dent-Chesser seconded the motion. The motion carried.

IX. Public Comment

Ms. Regan-Dinius noted that if anyone else should be added to the e-mail list to receive agendas, minutes, etc., to please contact her and she would add them.

Hearing no other issues of business, the Indiana Heritage and Culture Council adjourned at 11:17 a.m. (EST).